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**EVALUATOR MANUAL TRANSMITTAL SHEET**

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**Distribution:**

☐ All Child Care Evaluator Manual Holders  
☐ All Residential Care Evaluator Manual Holders  
☒ All Evaluator Manual Holders

**Transmittal No.**  
**07RM-11****Date Issued****December 2007****Subject:****REFERENCE MATERIAL – APPLICATION SECTION**

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**Revised:**

Sections 3-0120, 3-0180, and 3-0800

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**Filing Instructions:**

REMOVE: Table of Contents - page 3, 22, 24, 40, 136 - 138

INSERT: Table of Contents- page 3, 22, 24, 40, 136 - 138

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**Approved:***Thomas Stahl**12/24/07*

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## 3-0120 II GENERAL INFORMATION (Continued)

3-0120

## B. Important Facts about a License

1. Licenses are not transferable. If a person sells a facility to another individual, partnership or corporation, the new owner must apply for and obtain a new license before beginning operation.
2. A license is not granted automatically; all licensing requirements must be met prior to issuance of a license.
3. Prior to the issuance of a license, it is mandatory for all applicants and their designated administrators or directors to attend all three components of the orientation process.
4. All licensed facilities must reveal the license number in any advertisement, publication or announcement with the intent to attract clients or residents.

## C. Definition of Facility Types

1. Child Care for Children (less than 24 hour care).
  - a. A child care center is normally operated outside the licensee's home and provides non-medical care and supervision to infants, toddlers, preschoolers and/or school-age children for periods of less than 24 hours. These centers are usually in commercial buildings.
  - b. A family child care home is operated in the licensee's own home and provides non-medical care and supervision for 12 or fewer children in a home-like environment for periods of less than 24 hours.
2. Day Programs for Adults/Elderly (Less than 24 hour care)
  - a. Adult Day Programs provide care to persons 18 years of age or older in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of these individuals on less than a 24-hour basis..

**3-0120 II GENERAL INFORMATION (Continued)****3-0120**

2. Dependent Children may have been made wards of the Juvenile Court either because they are on probation due to an infraction of the law or have been removed from their homes because of abuse, neglect or abandonment. Some may have serious behavioral or emotional problems.
3. Developmentally Disabled are those individuals with a disability attributable to mental retardation, cerebral palsy, epilepsy or other neurological conditions. These individuals may need assistance and training with activities of daily living.
4. Elderly Persons are individuals 60 years of age or older. These individuals may need care in a licensed facility because they need supervision, assistance with basic activities and/or assistance meeting incidental medical care needs.
5. Mentally Disordered are those individuals who have received mental health services or have been given a psychiatric diagnosis. These individuals may need care and supervision, including assistance with activities of daily living.

**D. Needs Assessment (Residential)**

1. It is the applicant's responsibility to contact placement agencies for information on the types of clients intended to be served and client referrals for the facility type.
2. The licensing agency does not place clients, and a license is no guarantee that the placement agency will place clients in your facility.
3. Refer applicants to the following placement and advocacy agencies in order to conduct survey of need:
  - a. Local regional centers (group homes, adult residential facilities, residential care for the elderly, small family homes)
  - b. County welfare departments (group homes, small family homes, foster family homes)
  - c. Adult protective agencies (adult residential facilities, residential care facilities for the elderly, adult day programs)
  - d. Mental health agencies (adult residential facilities, adult day programs, social rehabilitation facilities)
  - e. Probation departments (group homes)

## 3-0180 VIII COMMUNITY CARE FACILITY (Continued)

3-0180

## F. Adult Day Programs

1. Turn to Section 82064, Administrator – Qualifications and Duties to go over administrator education and experience requirements.
2. Must have sufficient number of direct care and support staff.
3. Staff/client ratio.
  - a. One direct care staff to eight clients.
  - b. For clients who rely on others to perform all activities of daily living; one direct care staff to four clients, or as specified by the regional center for regional center clients.
  - c. There shall be at least two persons on duty, at least one of whom is a direct care staff member, at all times when there are two or more clients in the day program.
4. Physical Plant
  - a. One toilet and sink for every 15 clients.

## G. Social Rehabilitation Facilities

1. Turn to Section 81064 to go over administrator qualifications and duties.
2. Turn to Section 81064.1 to discuss Program Director qualifications and duties.

**3-0700 XIII SMALL FAMILY HOMES (Continued)****3-0700****A. Building and Grounds – Section 83087**

1. No more than two children per bedroom.
2. Children of the opposite sex, unless under five years old, shall not share a room.
3. A licensee who accepts a child with a disability shall make necessary alterations and provisions as required to protect and meet the needs of the child.

**E. Fixtures, Furniture, Equipment and Supplies – Section 83088**

1. The facility must have one operating toilet, sink and tub or shower available in the home.
2. Additional equipment, aids, grab bars shall be provided for children with disabilities or who may need such items.
3. Bunk beds of more than two tiers are not permitted.
4. Fireplace must be made inaccessible.

**F. Level of Care**

1. Handout and review the “Interim Guide to the Evaluation of small family homes Caring for Children with Special Health Care Needs.”

**3-0800 XIV ADULT DAY PROGRAMS****3-0800****A. Administrator Qualifications – Section 82064**

1. The administrator shall have a bachelor’s degree in psychology, social work or a related human services field and a minimum of one year of experience in the management of a human services delivery system; or three years experience in a human services delivery system including at least one year in a management or supervisory position and two years of experience or training, as specified in regulations.

## 3-0800 XIV ADULT DAY PROGRAMS (Continued)

3-0800

2. If the administrator is responsible for two or more adult day programs, there shall be at each site an employee who possess a BA degree in psychology, social work or a related human services field; or one year of experience in a supervisory or management position in the human services delivery system.
3. If the administrator is absent from the adult day program, there shall be coverage by a substitute designated by the licensee, who meets the qualifications of Section 82065.
4. The licensee shall be permitted to be the administrator provided that he/she meets the qualifications specified in Section 82064.

**B. Personnel Qualifications and Duties – Section 82065.1**

1. Licensee shall have sufficient number of direct care and support staff to meet the needs of the clients.

**C. Staff – Client Ratios – Section 82065.5**

1. Staff/client ratio must be at least one adult to every eight clients.

**3-0800 XIV ADULT DAY PROGRAMS (Continued)****3-0800****D. Needs and Services Plan – Section 82068.2**

1. A written individual needs and services plan shall be developed and maintained for each client no later than 30 days after admission, unless the client has a restricted health condition, as specified in Section 82092, in which case the needs and services plan shall be developed prior to admission.

**E. Personal Services – Section 82077**

1. Information and referral services shall be available to the clients and their families.

**F. Fixtures, Furniture, Equipment and Supplies – Section 82088**

1. Facility must have at least one toilet and sink for every 15 clients.

**3-0850 XV ADULT DAY SUPPORT CENTER (REPEALED 12/07)****3-0850****3-0900 XVI OTHER AREAS TO BE COVERED****3-0900****A. Eviction Notice**

1. Evictions are not permitted based solely on client problem behaviors.
2. At least 30 days must be given to the client/authorized representative.
3. May only evict clients in three days, with approval of licensing agency, only if client/resident poses a threat to himself/herself or others.

**B. Personal and Incidental Funds**

1. Licensee must be bonded if handling clients cash resources of \$50 or more per client or more than \$500 for all clients in the facility.
2. Licensee's abuse of client/resident funds is grounds for revocation.
3. Records of clients cash resources and personal property must be maintained and available to the licensing agency.
4. Refer to Appendix D of the Evaluator Manual which is the Guide to Safeguarding Resident/Client Cash Resources.